

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 6	Number 24	Effective Date 01/18/11	Review Date 2014
Subject REPORTING ACCIDENTAL KILLING OF BIG GAME ANIMALS			☐ New Order ☒ Replaces G.O. 6-24 (11/29/06)
References Code of Virginia §29.1-539, 29.1-510 General Order 1-5, 1-9			
 Chief of Police or Designee		01/18/11 Date	

I. PURPOSE

The purpose of this directive is to establish procedures for reporting big game animals accidentally killed within the City of Richmond. It also establishes the procedure for dispatching an animal critically injured as the result of an accident.

II. POLICY

It is the policy of the Richmond Police Department to report all incidents involving the accidental killing of any big game animal to the Virginia Department of Game and Inland Fisheries (VDGIF). It is also the policy of the Department to dispatch severely injured big game animals as swiftly and humanely as possible. Police officers must report to the Department of **Public Works**, any dead animal or carcass lying in any street, alley or other public place of the City or on any unenclosed property.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

BIG GAME ANIMALS – As defined in Virginia Code section §29.1-510 (Big Game Animals) include bear and deer.

V. PROCEDURE

A. Accidentally Killed Big Game Animals:

1. If the circumstances require an officer responding to the scene of an accidentally killed big game animal to complete a State Accident Report (FR-300P), the disposition of the carcass should be noted on the accident report. For example, if the carcass is given to the involved motorist or a bystander, then the name and address of the individual to whom the carcass is awarded should be listed on the report. If the Department of **Public Works** is contacted to remove the carcass, that should be noted on the form as well.
2. An accidentally killed big game animal shall first be offered to the involved motorist. If he/she declines, the animal may be awarded, at the officer's discretion, to any individual on the scene who is willing to remove the carcass. The officer should provide written verification to the individual indicating that the carcass was legally given to them. The verification should include the date, the officer's name, the individual's name, the type of animal and a phone number where the officer may be reached.
3. Before securing from duty, the responding officer must fill out a VDGIF game check card at the Precinct or the Special Events Division (SED). If the carcass was awarded to an individual, his/her name and address should be indicated on the card as well as the sex of the carcass and other requested information. "Road Kill" should also be written in at the top of the card. In box number 8, the officer shall write, "City of Richmond" under county of kill (code). If the officer notified Animal Control to remove the carcass, then "Road Kill" should be entered in the space on the card provided for the individual's name.

B. Injured Big Game Animals:

1. Officers summoned to the scene of an accident involving a big game animal where the animal is injured, but not killed as a result of the accident may:
 - a. Call for an Animal Control Officer, *if necessary*, to take charge of the animal while the officer attends to the details of the accident; or,
 - b. Dispatch the animal as safely and humanely as possible before investigating the accident.

NOTE: If the animal is dispatched with an issued firearm, the officer's supervisor must ***take pictures of the scene and*** submit a Firearms Discharge/Firearm Assault Report (PD-10) detailing the circumstances per General Order 1-9, ***Firearm Discharge and Firearm Assault Reports***. Internal Affairs must be notified of the discharge. All requirements of General Order ***1-5***, Use of Force, must be followed in such instances. ***Internal Affairs does not need to respond unless there are extenuating circumstances or the supervisor has reason to believe it is necessary.***

2. Big game animals dispatched, as a humane act shall first be offered to the involved motorist (§29.1-539). If he/she declines, the animal may be awarded, at the officer's discretion, to any individual on the scene who is willing to remove the

carcass. However, the officer should provide written verification to the individual indicating that the carcass was legally given to them. The verification should include the date, the officer's name, the individual's name, the type of animal, and a phone number where the officer may be reached.

3. Before securing from duty, the responding officer must fill out a VDGIF game check card at the Precinct or the SED. If the carcass was awarded to an individual, their name and address should be indicated on the card as well as the sex of the carcass and other requested information. "Road Kill" should also be written in at the top of the card. If the officer notified Animal Control to remove the carcass, then "Road Kill" should be entered in the space on the card provided for the individual's name.

C. Reporting Big Game Animals Accidentally Killed or Dispatched to the VDGIF:

1. ***Precinct and SED supervisors shall pick up game check card booklets from VDGIF each year during the first week in October and place the*** game check card booklets at the desk in each Precinct and the SED. All accidentally killed big game animals or those that were dispatched as a result of a severe injury should be recorded in the booklet.
2. The game check card booklet will not be taken from the Precinct or the SED to an officer in the field. All game check cards will be completed at the Precinct or the SED before securing from duty at the end of his/her tour.
3. Once a booklet of game check cards is completed, the Precinct/SED Captain or designee will pick up a new booklet from the VDGIF. The completed booklet will be delivered to VDGIF during the first week in January.

NOTE: Under no circumstance will an officer record the sport killing of any big game animal in a Precinct/SED game check card booklet.

D. General Information:

1. For training, contact the Training & Education Division of the VDGIF at (804) 367-1258.
2. For assistance from VDGIF, call (804) 367-1000. Advisory and scene response is contingent upon manpower.

VI. FORMS

- A. FR-300*P*, Accident form
- B. PD-10, Firearms Discharge/Firearms Assault Report
- C. VDGIF Game Check Card Booklet